

File No.19/2/2020-Admn./Parking
APPELLATE TRIBUNAL FOR ELECTRICITY
Ministry of Power
Core-4, 7th Floor, SCOPE Complex, Lodhi Road, New Delhi-110 003


Dated the 06.10.2021

C I R C U L A R

It is noticed that the Sections and Secretariat of Hon'ble Chairperson and Hon'ble Members are issuing stationary and other items on frequent basis.

2. All the in-charge of the Sections and Secretariat are requested to send their stationery requisition in the prescribed format enclosed herewith on monthly basis in the first week of month. It is also requested while issuing the stapler, punching machine and similar items, the old one may be returned for stock.

This issues with the approval of the Competent Authority.


(Kapil Kr. Sharma)
Admn.-Cum-Accounts Officer

Copy to :-

1. All the Section Head
2. PPS to Hon'ble Officiating Chairperson
3. PS to Hon'ble Judicial Member
4. PPS/PS to Hon'ble Technical Member
5. PPS to Ld. Registrar
6. Office Assistant/IT(outsource) for uploading on the Website of APTEL
7. Notice Board/Guard File

APPELLATE TRIBUNAL FOR ELECTRICITY (APTEL)

STATIONARY INDENT FOR THE MONTH OF : _____

NAME OF THE SECTION / OFFICER : _____
 NAME & DESIGNATION OF STAFF MEMBERS. _____

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Sl. No.	Name of item	Stationery		Sl. No.	Name of item	Stationery	
		Req.	issued			Req.	Issued
1.	Xerox Paper			19.	Notes Pad (B)		
2.	Note Sheet Pad			20.	Notes Pad (S)		
3.	S.H. Pencil			21.	Ruled Register		
4.	S.H. Book			22.	Glue Stick		
5.	Lead Pencil			23.	Duster		
6.	Paper Pin			24.	Room Freshner		
7.	Gem Clip			25.	All out		
8.	Eraz-Ex.Fluid(Wt.)			26.			
9.	Tag (White)			27.			
10.	Tag (Green)			28.			
11.	Staple Pin (S)			29.			
12.	Staple Pin (B)			30.			
13.	Ball Pen			31.			
14.	Envelope (9"x5")			32.			
15.	Envelope (11"x5")			33.			
16.	Envelop (B)			34.			
17.	Envelop (S)			35.			
18.	Hi-Tec Pen V-5			36.			

Admn.-Cum-Accounts Officer
 Store Keeper
 Item of Stationery Received.

Signature of the In-charge
 with Name & Designation